



Police Records Supervisor

Job Code: 0599

Originated: 02/2004

Salary Grade: 2145

FLSA: Non-Exempt

Revised: 04/2006

EEO Code: 24

Supervisory: Yes

HR Ordinance Status: Unclassified

CLASS SUMMARY

The fundamental reason this position exists is to plan, organize, and supervise the employees involved in the maintenance and administration of police records within the Administrative Services Bureau of the City's Police Department.

DISTINGUISHING CHARACTERISTICS

This classification is supervisory. Work is performed under general supervision of the Police Records Division Manager. The Police Records Supervisor is distinguished from the Police Records Manager by the Manager's broader range and higher level of program responsibility.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:

- Ensures the orderly maintenance, ready availability, confidentiality and security of Police records; responsible for establishing production standards and developing work flows. Handles confidential phone calls from agencies seeking record and fingerprint identification information; prepares incident reports and statistical summaries.
- Makes daily work assignments; observes and provides feedback on/to subordinates; listens and resolves employee questions or issues; directs training programs and prepares performance appraisals on subordinate staff. Assists the Police Support Specialist with duties as necessary to maintain schedules and meet task deadlines.
- Reports verbally and in writing to the Police Records Division Manager on work status and special problems. Assists in maintaining and updating the Records unit procedural manual and developing new records system.
- Assists in development of budget objectives, prepares budget requests; maintains training expenditures and the monies collected for services rendered.
- Develops procedures for word processing and data processing records functions, including programs for retrieval of statistical data.
- Monitors and prepares written reports on division statistics, information composites, and procurement needs.
- Implements new policies where appropriate; insures compliance with state and national security and privacy laws and regulations, handles subpoenas, acts as a

department representative for inter-city and interstate police records computerized systems.

- Other duties as assigned,

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

Modern principles and practices of management and leadership theory.

Budgetary procedures, personnel and management regulation and standards.

Modern records management and techniques including automated records management systems, quality control measures, and process flow.

Computer software skills to include word processing, spreadsheets, and e-mail.

Knowledge to operate within a Microsoft Windows environment.

Business arithmetic.

Business composition: able to communicate through written documentation with correct spelling, grammar and punctuation.

Ability to:

Read, comprehend and interpret written material.

Prepare statistically based reports compiled from records.

Effectively supervise a large records staff; establish and maintain effective working relationships with other employees, understand, interpret and communicate issues and data.

Listen and communicate and deal effectively, orally, over the phone, and in writing with co-workers, other law enforcement agencies, City employees and the general public.

Review, check and compare data for accuracy and conformance to standards.

Education and Experience

Graduation from high school or GED. Any combination of training, education, and experience equivalent to three years of progressively responsible supervisory/administrative experience.

Licensing and Other Requirements

Operate a motor vehicle requiring a valid standard Arizona driver's license with no major driving citations in the last 39 months.

Must obtain and maintain ACIC/NCIC terminal operator certification (TOC) and notary status.

SUPERVISION RECEIVED AND EXERCISED

Directly supervises employees and carries out supervisory responsibilities in accordance with the organizations policies and applicable laws.

Three subordinate classifications report to this position – Record Clerks I, II and III.

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WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Lift and carry files weighing up to 20 pounds; climb, bend and stoop to reach files; sits approximately 70%, walks approximately 10%, and stands approximately 20% of workday; operates a variety of standard office equipment, which requires continuous and repetitive eye, arm or hand movements for extended periods of time.

Work shifts, which may include nights, weekends, and holidays. May be required to work overtime.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.